

WKU Staff Council Meeting Minutes

Wednesday, July 14, 2010

*Cassandra Bailey	*Tammi Beach	*Diane Carver	*April Gaskey	*Janet Hall
*Wanda Johnson	James Kennedy	Cheryl Lewis-Smith	Paula Mattison	*Chester McNulty
*Jennifer Ragan	*Casey Scruggs	*Mandy Skinner	*Retha Spinks	*Colby Westerfield

*Attended meeting

Staff Council Book Scholarship

Chair Diane Carver welcomed everyone to the meeting, and introduced Alex Downing of the College Heights Foundation. April Gaskey had invited Alex to speak to us about options for creating a Staff Council Book Scholarship that would be awarded to a staff member who is taking classes.

Alex told us that book scholarships are always appreciated, since costs have increased substantially over the past few years. He described three options for creating a scholarship. The first is a custodial account, which can be administered by the Foundation at no charge to our group. In this case, the Foundation can offer guidance in creating the scholarship, choosing the winner and actually awarding the funds. Second is an endowed account, where the initiating money is kept in trust, and the scholarship is funded by the interest. This option will create a permanent scholarship, but will require a large upfront investment (between \$5000 and \$10,000). For this type of account, the Foundation would charge 1% of the earned income as an administration fee. The third option is a combination of both, where raised money is split between an award and a "savings account" that goes towards an endowment. In any option, the Foundation can be the point of contact for collecting donations, which can be done by check or by payroll deduction.

Whichever option we choose, we need to set up guidelines for eligibility and an application for the scholarship. Alex promised to send April examples of guidelines and applications. April and her committee will then make their recommendations to us on how to proceed. The committee will also research other departments for recommendations on how to raise money. April Gaskey made a motion to begin the process to create a scholarship, based on information from Alex. The motion was seconded by Retha Spinks. All were in favor.

Logo, Shirts and Contact List

The Staff Council logo was chosen. April will now activate our Staff Council Facebook page, using the new design. She will also send a PDF to Janet for use with the minutes, and to Jennifer Ragan. Jennifer also passed out information on new shirts for the Staff Council that would incorporate the new logo. After discussion, Cassandra Bailey made a motion that Jennifer would order the shirts, once April receives approval on the logo use and color. Chester McNulty seconded the motion. All were in favor. A Council member contact list was distributed for changes, and new members were added.

Standing Committees

New Staff Council members to standing committees were assigned, as follows:

- Academic Calendar—Janet Hall
- Benefits—Chester McNulty, Pat Johnson, Sharon Hartz
- Budget Council—Mandy Skinner
- Campus Master Plan—April Gaskey
- Designated Smoking Areas—Chester McNulty & Wanda Johnson
- Diversity—Janet Hall will be recommended to the President
- Fall Break Brunch—all members
- Parking & Transportation—Wanda Johnson will be recommended to the President
- Staff Excellence—Diane Carver
- Staff Leadership—Jennifer Ragan, Tammi Beach, Cassandra Bailey
- Staff Mentoring—April Gaskey, Chester McNulty
- Staff Satisfaction Survey—Diane Carver, Janet Hall
- Staff Wellness—Chester McNulty, Retha Spinks
- Sustainability—Tammi Beach
- Web Master—Colby Westerfield, Casey Scruggs
- Book Scholarship—April Gaskey, Retha Spinks, Colby Westerfield, Cassandra Bailey

Committees will provide reports on a rotating basis at monthly meetings.

Fall Break Brunch

Diane Carver handed out lists of last year's donated door prizes, and asked everyone to make an effort to collect items this year. We will also again use the ticket system, so we can have an exact count of the number of attendees. Jennifer Ragan will contact the DJ, Coaches and Big Red for appearances. Janet Hall will prepare the flyer. The Alumni Association will have Homecoming shirts available for sale. And Tammi Beach will coordinate the decorations. Janet Hall will check with Deborah Wilkins on funding for the brunch and decorations. The brunch will take place on Thursday, October 7 at DUC.

Permanent Meeting Location

Beginning in August, the Staff Council will meet every month in the Regents Room at MMTH, with the exception of the December meeting and the June Retreat. Meetings begin at 9am and continue until noon, or when business is complete. Diane Carver encouraged everyone to feel free to present any subjects to the Council. She also asked everyone to continue to make recommendations on speakers for meetings. Retha Spinks will ask Lisa Cook to attend our next meeting, so we can find out about helping with the fall semester student move in days. If any campus department is interested in speaking at one of our meetings, please contact us. This is a great forum for those who offer services that the staff can use.

Fall Friday Spirit Days

At the retreat last month, President Ransdell spoke about designating Fridays as WKU Spirit days, where staff would wear WKU apparel. Diane Carver will email the staff with information about this initiative, which will begin in August.

The meeting adjourned at 11am.

Submitted by Janet Hall